

PERSONNEL REFORM



D.C. Office of Personnel

Summer 2000

City Council Approves Resolution for the Management Supervisory Service

On June 6, 2000, the City Council approved the resolution for implementation of the Management Supervisory Service (MSS). The D.C. Office of Personnel, in collaboration with Agency Directors, will be implementing the MSS effective August 27, 2000. The events leading to the

roll-out of the new service are highlighted in the timetable below. Letters will be sent by August 4 inviting all eligible employees to join the new service.

Look for more information about this new service during the upcoming months through the DCOP web site at www.dcop.dcgov.org.

MSS TO BE IMPLEMENTED AUGUST 27, 2000

Listed below are frequently asked questions that were raised during the Management Supervisory Service briefings conducted for over 800 employees across the District from December 8, 1999 to January 5, 2000 by Milou Carolan, the District's Personnel Director.

Eligibility

Q: Is an employee required to accept the Management Supervisory Service appointment?

A: No. Each eligible employee will receive an offer letter and have 10 working days to decide whether to accept or decline the appointment to the Management Supervisory Service.

Q: Will individuals hired on or before December 31, 1979, become at-will employees upon accepting the offer of appointment to the Management Supervisory Service?

A: Yes. The U.S. Congress amended the "at least equal to" clause of the Home Rule Act when it enacted §101(k) of the Omnibus Personnel Reform Amendment Act of 1998 (D.C. Law 12-124). Accordingly, those individuals hired on or before December 31, 1979, become at-will employees upon accepting appointment to the Management Supervisory Service.

Q: Can a term employee be appointed to the Management Supervisory Service?

A: If the employee occupying the term position meets the definition of management employee as provided in D.C. Code § 1-615.11(5), he or she will be appointed to the Management Supervisory Service, unless the employee declines the appointment.

Q: Can an employee in a "grant-funded position" be appointed to the Management Supervisory Service?

A: If an employee occupying the "grant-funded position" meets the definition of management employee as provided in D.C. Code § 1-615.11(5), he or she will be appointed to the Management Supervisory Service, unless the employee declines the appointment.

Q: What happens to an Excepted Service employee who declines appointment to the Management Supervisory Service?

A: An Excepted Service employee who declines appointment to the Management Supervisory



ANTICIPATED TIMELINE

June 6	City Council passed MSS pay resolution
August 4	Letters offering appointment to MSS issued
August 18	Responses to offer letters due
August 27	Appointments to MSS effective
September (After Labor Day)	MSS Kick-off Event (Date to be announced)
September 19	MSS pay reflected in paychecks for Group 1
September 21	MSS pay reflected in paychecks for Group 2

Service will receive a 15-day separation notice terminating his or her employment with District government and will be paid separation pay, unless he or she had been granted a “right” to retreat to a Career Service position at the same grade and step that the employee would have attained had the Excepted Service appointment never been effected. In that case, a 15-day notice will be issued terminating the Excepted Service appointment and informing the employee that he or she will be reinstated to the Career Service without a break in service.

Q: *Is an employee who declines appointment to the Management Supervisory Service only given priority consideration for vacant Career Service positions within his or her own agency?*

A: Yes. The provisions of the law (D.C. Code § 1-610.58) allow for an employee to be given priority consideration only in his or her agency for those Career Service vacancies for which he or she qualifies. However, this employee may apply at any time for other vacant positions District-wide through the competitive process.

Compensation

Q: *Will all employees joining the Management Supervisory Service receive a uniform pay increase?*

A: No. Because there are employees in some occupational groups that are already paid closer to the proposed MSS pay schedule, everyone who joins the Management Supervisory Service will not receive a uniform pay increase. Some employees will receive no increase.

Ultimately, the proposed Management Supervisory Service pay schedule will more competitively align the salaries of all District supervisors and managers with those of their counterparts in the market, so we will be able to attract and retain a well-qualified workforce. Click [here](#) to review the MSS Pay Schedules.

Q: *Does an employee appointed to the Management Supervisory Service maintain his or her current grade and step under the new pay schedule?*

A: The salaries of employees appointed to the Management Supervisory Service will be set as fol-

lows:

- A Career Service employee’s salary will be set on the new schedule at the same grade and step he or she holds at the time of appointment to the new service.
- An Excepted Service employee’s salary will be set in the new schedule, at the discretion of the personnel authority, at an amount at least equal to his or her current rate of pay prior to conversion but no higher than the step he or she occupied prior to conversion to the new service.

Q: *Does a Career Service employee appointed to the Management Supervisory Service continue to receive step increases?*

A: Yes. Under the District’s current compensation system, Career Service employees appointed to the Management Supervisory Service continue to receive step increases in accordance with Chapter 11 of the District Personnel Manual.

Q: *If an employee declines appointment to the Management Supervisory Service, is he or she eligible for unemployment compensation?*

A: An employee who is separated from District government service upon declining appointment to the Management Supervisory Service may apply to the Department of Employment Services, which will make a determination on his or her eligibility on a case-by-case basis. Further, an employee may be eligible for the Dislocated Workers Program, which provides comprehensive reemployment assistance through the Department of Employment Services. An employee should inquire about those services by contacting the agency directly at (202) 724-7273.

Q: *Do medical and dental officers appointed to the Management Supervisory Service continue to receive the additional income allowance?*

A: Yes. Departments and agencies of the District government may continue to pay additional compensation in the form of an allowance designated as an “additional income allowance” to medical and dental officers appointed to the Management Supervisory Service.

Severance Pay

Q: *If an employee declines an appointment to the Management Supervisory Service, is he or she eligible for severance pay?*

A: An employee may be eligible to receive severance pay based on his or her years of service (plus additional service credit for residency preference and veterans preference) up to a maximum of 26 weeks of pay, in accordance with the personnel regulations.

Q: *Is a Career Service employee who has been affected by a RIF and who has received severance pay in the past eligible to receive severance pay "again" upon separation from District government service after declining the offer of an appointment to the Management Supervisory Service? If so, how would the severance pay be calculated?*

A: Effective October 21, 1998, there is a new 26-week lifetime limit on the number of weeks of severance pay an employee can receive. If an employee received severance pay prior to that date, the number of weeks for which the employee received severance pay is not to be deducted from the current 26-week limit. However, in any later computation of severance pay, the number of weeks for which the employee received severance pay after October 21, 1998 is to be deducted from the severance pay that is otherwise payable. Severance pay is paid in accordance with Chapter 11 of the District Personnel Manual.

Retirement

Q: *What options does an employee have with regard to his or her retirement benefits if he or she is not eligible to retire under the Civil Service Retirement System but chooses to decline appointment to the Management Supervisory Service?*

A: An employee who declines appointment to the Management Supervisory Service but is not yet eligible to retire under the Civil Service Retirement System may:

- Withdraw his or her retirement contribution in a lump sum; or
- Leave his or her contribution in the Civil Service Retirement System account until age 62 and apply for a deferred annuity at that time.

Q: *What is a Discontinued Service Retirement?*

A: A Discontinued Service Retirement provides an immediate, possibly reduced, annuity for employees covered under the Civil Service Retirement System who are involuntarily separated.

Q: *Would an employee covered under the Civil Service Retirement System who declines appointment to the Management Supervisory Service be eligible for a Discontinued Service Retirement?*

A: An employee covered under the Civil Service Retirement System who declines appointment to the Management Supervisory Service may be eligible for a Discontinued Service Retirement if:

- The employee is 50 years old and has at least 20 years of service, or has 25 years of service regardless of age; and
- The employee does not decline a reasonable job offer (i.e., a position that has the same tenure and is no lower than 2 grades from the employee's current position).

The U.S. Office of Personnel Management makes the final determination regarding eligibility for a Discontinued Service Retirement.

Q: *What benefits is an employee entitled to receive if he or she is vested in the District of Columbia Defined Contribution Plan and declines appointment to the Management Supervisory Service?*

A: An employee who is vested in the District of Columbia Defined Contribution Plan would be entitled to receive severance pay in addition to having one of the following options with respect to pension benefits:

- Roll-over his or her account balance into an Individual Retirement Plan (IRA);
- Receive a lump sum cash payment of his or her account balance at time of termination;
- Receive installment payments over a 10 year period; or
- Receive annuity payments.

An employee not vested in the District of Columbia Defined Contribution Plan would only be entitled to severance pay.

Q: *May an employee who is covered under the Civil Service Retirement System begin collecting an annuity if he or she is discharged from the Management Supervisory Service?*

A: An employee covered under the Civil Service Retirement System who is discharged may retire as long as he or she meets the requirements for Discontinued Service Retirement as described earlier, or Optional Retirement, which is one of the following:

- 55 years old and 30 years of service;
- 60 years old and 20 years of service; or
- 62 years old and 5 years of service.

Q: *What happens to an employee's leave benefits if he or she declines appointment to the Management Supervisory Service and is later rehired by the District government?*

A: An employee who is rehired within three years of separation is credited with the sick leave that he or she had to his or her credit at the time of separation. Also, an employee receives a lump sum annual leave check upon separation and upon rehire begins to accrue annual leave at his or her rate based on total years of service.

Q: *Is the District offering a voluntary retirement incentive program this summer?*

A: Yes. During the period from July 10 through July 14, 2000, all eligible employees will be offered an opportunity to apply for a retirement incentive. The incentive amount will be based on an employee's seniority and current compensation level.

Q: *How can I find out more information about the retirement incentive program?*

A: Rules have been distributed to each agency; further details are available by clicking [here](#).

Residency

Q: *Is District residency a requirement for appointment to the MSS?*

A: The District residency requirement is not applicable to appointments to the Management Supervisory Service. However, the District residency preference provisions will be applicable to competitive appointments and promotions to the Management Supervisory Service.

MSS Liaisons

Each agency has a liaison to contact for more information:

Board of Appeals and Review	Francine James	727-8282
Board of Real Property Assessments and Appeals	Norma Martin	727-6860
D.C. Commission on the Arts and Humanities	Alec Simpson	724-1474
D.C. Office of Personnel	Evelyn Turner	442-9611
D.C. Taxicab Commission	George Crawford	645-6005
Department of Consumer and Regulatory Affairs	Carlynn Fuller	442-8933
Department of Corrections	James Anthony	673-2300 Ext. 107
Department of Employment Services	Sylvia Lane	724-7200
Department of Fire and Emergency Medical Services (non-uniform)	Elaine Rice-Fells	673-3337
Department of Health	Rosalind Keitt	442-5939
Department of Housing and Community Development	Ida Springfield	442-7234
Department of Human Services	Eric G. Scharf	279-6035
Department of Insurance and Securities Regulation	Jeanine Heatley	442-7766
Department of Motor Vehicles	Joan Bailey	535-2342
Department of Public Works including D.C. Energy Office	Kevin Green	671-2200
Department of Parks and Recreation	Neil Rodgers	673-2143
Deputy Mayor for Planning and Economic Development	ElChino Martin	727-6365
Emergency Management Agency	Craig Kirby	727-3159
Metropolitan Police Department (non-uniform)	Bert Ennis	727-4261
Office on Aging	Cynthia Simmons	727-8365
Office of Asian and Pacific Islander Affairs	Greg Chen	727-3120
Office of Banking and Financial Institutions	Cynthia Eagle	727-5339
Office of Human Rights	Cynthia Tompkins	727-3900
Office of Cable Television and Telecommunications	Robin Yeldell	671-0061
Office of the Chief Technology Officer	Janet Mahaney	727-1593
Office of Contracting and Procurement	Ann Jackson	724-4389
Office of the Corporation Counsel	Victoria Syphax	727-6920
Office of Local Business Development	Margaret Wright	727-3900
Office of Latino Affairs	Rosario Gutierrez	671-1896
Office of Planning	Maria Wallace	442-7636
Office of Property Management	Andrew Reece	724-4141
Office of the Secretary of D.C.	Beverly Rivers	727-6306